MINISTRY OF PUBLIC SAFETY & SOLICITOR GENERAL

Gaming Policy and Enforcement Branch

Request for Qualifications

Gambling Support BC

Prevention and Community Engagement Service Provider

Request for Qualifications Number:	PP-01-23
Issue Date:	February 17, 2022
Initial Intake Response Deadline	March 7, 2022 by 2:00 PM Pacific Time
RFQ Termination Date:	February 28, 2027

Delivery Instructions and Delivery Location
The Response must be in English and sent by email only to the government contact below with the Request for qualifications number in the subject line and following the instructions in Section 3.20 of this RFQ and the Guidelines for Vendors for Submissions Via Email. **In order to be considered for the Initial Intake, a Response must be received before the Initial Intake Response Deadline identified above.** **Vendors may submit Responses after the Initial Intake Response Deadline and those Responses will be dealt with as described in section 3.6.**

Government Contact
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1. Summary of the Opportunity

Interested Vendors are invited to submit a Response to this RFQ for the opportunity to be evaluated and determined whether they are eligible to be added to the Ministry's list of Qualified Supplier of **Gambling Support BC (GSBC), Prevention and Community Engagement Service Providers**.

As described in section 6, on a non-exclusive "as, if and when requested" basis, Qualified Suppliers may be sent Competition Notices providing the opportunity to compete to provide Services to the Ministry.

Only Qualified Suppliers will be sent and may respond to Competition Notices that may issue from this RFQ. No Competition Notices will be issued before the Initial Intake.

Unless otherwise indicated, this RFQ is also intended to identify and evaluate Qualified Resources by reviewing the qualifications of specific employees or subcontractors proposed by Respondents. If specific Resources are evaluated as part of this RFQ, Qualified Resources, as key personnel of the Contractor will be required to perform the Services under any Contract that results from a Competition Notice that is issued under the RFQ.

GSBC is seeking qualified and experienced individuals to provide gambling relatedprevention, awareness and community engagement services in the province.

For more information, visit the Program's website: www.bcresponsiblegambling.ca.

The Services are described in greater detail in section 5 and the Appendices.

Interested Vendors should familiarize themselves with the entirety of this RFQ and submit a Response as described in section 8.

2. Definitions used in this Request for Qualifications

Throughout this Request for Qualifications, the following definitions will be used (and the singular is interchangeable with the plural):

"**Addenda**" means all additional information regarding this RFQ including amendments to the RFQ.

"Appendix" means an Appendix to the RFQ.

"**BC Bid**" means the electronic tendering service maintained by the Province including the website at http://www.bcbid.ca or any replacement website.

"**Competition Notice**" means the Province's standard request for proposals solicitation document or such other solicitation document as determined in the Ministry's sole discretion.

"**Contract**" means a written contract between the Ministry and a Qualified Supplier in the form referenced in a Competition Notice.

"**Contractor**" means a Qualified Supplier that has entered into a Contract.

"**Delivery Location**" means the location or, if applicable, the locations for delivery of Responses identified on the cover page of the RFQ.

"**Government Contact**" means the person or contact identified on the cover page of the RFQ.

"**Initial Intake Response Deadline**" means the date and time set out on the cover page of the RFQ that applies to the first intake of Responses.

"**Initial Intake**" means the initial intake and evaluation of Responses that are received before the Initial Intake Response Deadline. After the Initial Intake Response Deadline, Responses will be received on a continuous basis as further described in section 3.6.

"**List of Qualified Suppliers**" or "**List**" means the Qualified Suppliers, that have been determined by the Ministry to possess the qualifications described in this RFQ (or any subsequent modifications thereof, if any) and that have satisfied any conditions set by the Ministry for remaining on the List.

"**Ministry**" means the Ministry of Public Safety and Solicitor General.

"**must**" or "**mandatory**" means a requirement that must be met in order for a Response to receive consideration.

"**Part 1: Respondent's Statement**" means the portion of the Respondent Qualification Template which includes the statement that, amongst other things, the Respondent agrees with the terms and conditions of the RFQ.

"**Province**" means Her Majesty the Queen in right of the Province of British Columbia and includes the Ministry.

"**Qualified Resource**" means a Resource that has been evaluated under this RFQ and meets the qualifications described in this RFQ and any condition set by the Ministry for continuing to be considered qualified.

"**Qualified Supplier**" means a Respondent that meets the qualifications described in this RFQ and that has satisfied any conditions set by the Ministry for being added to, and staying on, the List of Qualified Suppliers.

"**Resource Qualification Template**" means the template attached as Appendix B.

"**Resource**" means an employee or subcontractor of a Respondent or Qualified Supplier that is proposed in the Respondent's Response or, if Resources are not evaluated in this RFQ, a Resource proposed in response to a Competition Notice.

"**Respondent Qualifications Template**" means the template attached as Appendix A.

"**Respondent**" means a Vendor that submits a Response.

"**Response**" means the written application from a Respondent submitted in reply to this RFQ.

"**RFQ Termination Date**" means the date (including any modifications thereof) that marks the termination and end of the period of validity for the RFQ and the List.

"**RFQ**" or "**Request for Qualifications**" means this document, including the processes described in this document, as may be modified from time to time.

"**Services**" means the services described in the RFQ.

"**should**" or "**desirable**" means a requirement having a significant degree of importance to the objectives of this RFQ.

"**Tax Verification**" Letter means a letter issued by the Province's Ministry of Finance to verify that a Qualified Suppler prior to becoming a Contractor, meets its applicable B.C. corporate income tax filing obligations and provincial sales tax (PST) filing and payment obligations.

"**Vendor**" means a natural person or single legal entity (excluding its parents, subsidiaries, or other affiliates) with the legal capacity to contract that seeks to supply or supplies goods or services and includes Respondents and Qualified Suppliers.

3. The Terms and Conditions of this Request for Qualifications

3.1 Copyright

This document is subject to copyright and may be used, reproduced, modified and distributed to the extent necessary for the Vendor to prepare and submit a Response.

3.2 RFQ Termination Date

Unless terminated earlier, or extended, the RFQ and its period of validity ends and is terminated on the date set out on the cover page of the RFQ.

3.3 Trade Agreements

The List of Qualified Suppliers established under this RFQ may be used for procurements covered by trade agreements including:

a) Trade, Investment and Labour Mobility Agreement;

b) New West Partnership Trade Agreement;

c) Canadian Free Trade Agreement;

d) Canada-European Union Comprehensive Economic and Trade Agreement;

e) World Trade Organization Agreement on Government Procurement;

f) Canada-UK Trade Continuity Agreement; and

g) Comprehensive and Progressive Agreement for Trans-Pacific Partnership.

3.4 Enquiries

All enquiries related to this RFQ are to be directed *in writing* to the Government Contact at the Government Contact email address on the front cover of this RFQ. Information obtained from any other source is not official and should not be relied upon. Please include the RFQ number in the subject line of any email.

Enquiries and any responses providing new information will be recorded and posted to BC Bid or otherwise distributed.

Despite the foregoing, the Ministry may choose in its sole discretion not to respond, respond in whole or in part, or reformulate enquiries in whole or in part. The Ministry may in its sole discretion choose whether to post any such enquiries (as reformulated if reformulated) and responses to BC Bid or otherwise distribute to Vendors, Respondents or Qualified Suppliers, as it deems appropriate.

Details regarding email standards and rules are provided in section 3.20.

3.5 Additional Information on the RFQ

Subject to above section 3.4, all subsequent information regarding this RFQ, including modifications made to the RFQ, will be posted on the BC Bid Website. It is the sole responsibility of Vendors to check for amendments and additional information on the BC Bid Website.

3.6 Vendors May Also Submit Responses After the Initial Intake Response Deadline

Vendors may submit a Response at any time up to the RFQ Termination Date.

Any Response received after the Initial Intake Response Deadline will be subject to that Respondent submitting its Response in the manner as outlined in this RFQ and will be evaluated and considered for inclusion on the List within a reasonably short period of time after the Response is received, accounting for the Ministry to reasonably and practicably convene a qualifications review committee to evaluate such Response.

A Respondent who is not successful in becoming a Qualified Supplier may submit a new Response after the Initial Intake Response Deadline. The Ministry will evaluate all such new Response(s) without consideration to any past Response(s) and consistent with the evaluation process described in this RFQ.

If this RFQ is also intended to qualify Resources, Qualified Suppliers may submit additional Resources for consideration without having to submit a new Appendix A Respondent Qualification Template; however, the Qualified Supplier will be required to submit a new Appendix B Resource Qualification Template (and any other documents applicable to reviewing the qualifications of Resources) for the new Resource(s) for evaluation by the Ministry.

3.7 Review and Selection

Responses will be assessed in light of the qualification review criteria. The Ministry will be under no obligation to receive further information, whether written or oral, from any Respondent.

Responses will be assessed by a qualifications review committee formed from time to time by the Ministry. The qualifications review committee may change in composition from time-to-time and may include contractors of the Province.

The qualifications review committee will evaluate Responses as described in section 7.

3.8 Responses

By submitting a Response, the Respondent agrees that such Response will be deemed to have been submitted with all due authorization of the Respondent and that the Respondent is agreeing to the terms and conditions of the RFQ, including how procurements are conducted under section 6 and the minimum time that a Qualified Supplier may have to respond to a Competition Notice as set out in section 6.1.2.

3.9 Changes to Response Wording

The Respondent will not change the wording of its Response after the Response is submitted, and no words or comments will be added to the Response unless requested by the Ministry for purposes of clarification.

3.10 Vendor's Expenses and Limitation of Liability

Vendors are solely responsible for their own expenses in preparing a Response. The Ministry will not be liable to any Vendor for any claims (in contract, tort or otherwise) including for costs or damages incurred in preparing a Response, any errors or technical difficulties associated with communication by email, or any other matter whatsoever.

Notwithstanding the foregoing, nothing in this section shall limit the right of a Respondent to access and utilize the Bid Protest Mechanism established under the New West Partnership Trade Agreement.

3.11 The RFQ is not a Contract

This RFQ is neither an offer nor an agreement to purchase any Services from any Respondent. Nor is this RFQ an offer or an agreement to enter, or to select any Respondent to enter into a Contract. The Ministry is not bound to enter into a Contract with any Qualified Supplier.

Notice in writing to a Respondent that it has been identified as a Qualified Supplier will not give the Respondent any legal or equitable rights or privileges relative to the Services that a Qualified Supplier may render as a Contractor. Only if a Qualified Supplier and the Ministry enter into a subsequent full written Contract will a Respondent acquire any legal or equitable rights or privileges. The Ministry makes no representations whatsoever with respect to the number of Competition Notices or Contracts that may be issued under the RFQ.

3.12 List of Qualified Suppliers Not Binding

A Respondent may withdraw its Response at any time by notifying the Government Contact in writing.

A Qualified Supplier may withdraw from the List of Qualified Suppliers at any time by notifying the Government Contact in writing.

The Ministry may withdraw the name of a Qualified Supplier from the List of Qualified Suppliers or withdraw a Qualified Resource from eligibility to provide Services, by promptly notifying that Qualified Supplier in writing. On request by such Qualified Supplier, the Ministry will provide written reasons for the withdrawal.

3.13 Modification of RFQ

The Ministry reserves the right to modify this RFQ at any time in its sole discretion, including changing the RFQ Termination Date, or cancelling this RFQ.

3.14 Qualified Suppliers to Advise of Changes

Qualified Suppliers will promptly advise the Government Contact in writing of any change in submitted qualifications for the Qualified Supplier, or, if applicable, a Qualified

Resource; point of contact information for notices; business entity structure; business name; or other such changes that would affect the Qualified Supplier's or Qualified Resources.

If this RFQ is intended to qualify Resources and a Qualified Supplier no longer has any Qualified Resources (e.g. because the last Qualified Resource has left the Qualified Supplier's employment, has had its eligibility withdrawn by the Ministry, or is otherwise no longer available), the Qualified Supplier is required to notify the Government Contact and will no longer be considered a Qualified Supplier. Despite the foregoing, Vendors can reapply to the RFQ by submitting a new Response.

3.15 Ownership of Responses

All documents, including Responses, submitted to the Ministry become the property of the Ministry. They will be received and held in confidence by the Ministry, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. Documents will not be returned to Respondents even if the Response is withdrawn. For more information on the application of the Act, go to:

http://www.cio.gov.bc.ca/cio/priv_leg/index.page.

3.16 Collection and Use of Personal Information

Respondents are solely responsible for familiarizing themselves with, and ensuring that they comply with, the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning any Resources. If this RFQ requests Respondents to provide the Ministry with personal information of Resources, Respondents will ensure that they have obtained written consent from each of those Resources before forwarding such personal information to the Ministry. Such written consents are to specify that the personal information may be forwarded to the Ministry for the purposes of responding to this RFQ and used by the Ministry for the purposes set out in the RFQ. The Ministry may, at any time, request the original consents or copies of the original consents from Respondents, and upon such request being made, Respondents will immediately supply such originals or copies to the Ministry.

3.17 Conflict of Interest

A Response may be disqualified, a Qualified Supplier removed from the List, or, if applicable, a Qualified Resource's eligibility withdrawn, if the Respondent's, Qualified Supplier's, or Qualified Resource's current or past business or other interests, may, in the Ministry's opinion, give rise to an actual or potential conflict of interest in connection with any Services described in the RFQ. This includes, but is not limited to, involvement by a Respondent, Qualified Supplier or Qualified Resource in the preparation of the RFQ or a relationship with any employee, contractor or representative of the Province involved in preparation of the RFQ, participating on the qualifications review committee evaluation committee, or involved in the procurement of or administration of any Contract.

If a Vendor is in doubt or has a question as to whether there might be a conflict of interest, they should consult with their own advisors and with the Government Contact prior to submitting a Response. By submitting a Response, the Respondent represents that it is

not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFQ.

3.18 Lobbying

A Respondent must not attempt to influence the outcome of the RFQ process by engaging in lobbying activities. Any attempt by the Respondent to communicate for this purpose directly or indirectly with any employee, contractor or representative of the Province, including members of the evaluation committee and any elected officials of the Province, or with the media, may result in disqualification of the Respondent.

3.19 Reservation of Rights

In addition to any other discretionary rights or reservation of rights allowed the Ministry, the Ministry reserves the right, in its sole discretion:

a) to waive any non-material irregularity, defect or deficiency in a Response;

b) to reject any Response due to unsatisfactory references or unsatisfactory past performance under contracts with the Province, or any material error, omission or misrepresentation in the Response;

c) to exclude a Respondent from participation in the RFQ, at any point in the RFQ process, or to exclude a Qualified Supplier from participation in a subsequent procurement associated with a Competition Notice issued under this RFQ, where there is supporting evidence, on grounds of one or more of the following:

   i) bankruptcy or insolvency;

   ii) false declarations or misrepresentations;

   iii) significant or persistent deficiencies in performance of any substantive requirement or obligation under a prior contract or contracts with the Province, including a Contract;

   iv) final judgments in respect of serious crimes or other serious offences;

   v) professional misconduct or acts or omissions that adversely reflect on the commercial integrity of the Respondent or Qualified Supplier; or

   vi) engaging in conduct prohibited by the *Competition Act* such as bid-rigging as described in section 47 of the *Competition Act*, or engaging in conspiracies, agreements or arrangements between competitors as described in section 45 of the *Competition Act*;

   vii) failure to pay taxes; and

d) To remove a Qualified Supplier from the List or, if applicable, remove a Qualified Resource's eligibility, for failing to meet the requirements for staying on the List of Qualified Suppliers as set out in this RFQ, or as may be communicated by the Ministry from time to time.

3.20 Email Standards and Rules

a) The Respondent is solely responsible for ensuring that its electronic Response, including all attachments (if any), is received at the Delivery Location and any enquiries are received by the Government Contact.

b) The maximum size of each Response submission component or enquiry is 20 MB or less (Respondents are solely responsible for ensuring that email Response submissions and enquiries comply with any size restrictions imposed by the Respondent's internet service provider).

c) Respondents should submit the email Response or enquiry in a single email, include the RFQ number in the subject line of the email and avoid sending multiple email submissions for the same Response or enquiry. However, if the file size of an electronic submission or enquiry exceeds the applicable maximum size, the Respondents may submit multiple emails to reduce attachment file size to be within the maximum applicable size. In such cases, Respondents should clearly identify the order and number of emails making up the email Response submission or enquiry (e.g. "email 1 of 3, email 2 of 3…") and include the RFQ number in the subject line of the email. In all cases, the email Response or enquiry should clearly identify that the email is sent by the Respondent and set out the name of the Respondent.

d) For email Response submissions sent through multiple emails the Ministry reserves the right to seek clarification or reject the Response if the Ministry is unable to determine what documents constitute the complete Response.

e) Attachments should not be compressed, should not contain a virus or malware, should not be corrupted and should be able to be opened by the Ministry. Respondents are solely responsible for ensuring that any emails or attachments are not corrupted. The Ministry may reject Responses that are compressed, cannot be opened or that contain viruses or malware or corrupted attachments.

4. Background

The Ministry of Public Safety and Solicitor General, through its Gaming Policy and Enforcement Branch ("the Branch"), is to uphold the overall integrity of gambling by maintaining government's gambling policy, regulating the gambling sector, and providing related supports, services and community programs that benefit British Columbians.

Gambling Support BC ("the Program") provides services in a number of areas that include: problem gambling prevention, community engagement, education and treatment services. These service streams meet the goals of the Province's Responsible Gambling Strategy. Introduced in 2003, the Strategy has three goals: (1) Create public awareness of risks associated with gambling; (2) deliver gambling in a manner that encourages responsible gambling and informed choice; (3) provide treatment and support to those impacted by problem gambling. Prevention and Community Engagement Services support all three goals. Clinical services support goal three of the Strategy.

A government-funded toll-free 24-hour Problem Gambling Support Line provides crisis support and information, as well as referrals to free professional clinical counselling and/or prevention, community engagement, training and education available anywhere in the province. Counselling services include individual, family, couple, and group sessions (in person or over the telephone), as well as an intensive day treatment program. Prevention includes community engagement, education and awareness and allied professional training.

5. Services

This section describes the Services for which the List of Qualified Suppliers may be used.

As a condition of finalizing any service contracts with the Province, including service contracts arising from procurement processes, those contracts will require that all contractors and their personnel and any subcontractors and their personnel who will access BC government workplaces be fully vaccinated with COVID-19 vaccines approved for use in Canada, subject to any authorized exemptions. Such contracts will contain associated provisions required by and satisfactory to the Province regarding the foregoing, which may include provisions regarding mitigation measures for exempt personnel, compliance, enforcement, and the use of a certification of compliance or presentation of a BC Vaccine Card by personnel.

5.1 Services Description

The Branch is seeking applicants for all regions of the province. The following includes, but not limited to, the type of services the province will require from Qualified Suppliers to deliver Prevention and Community Engagement services:

- Encourage community partnering and community engagement for the purpose of mitigating gambling/gaming harm and raising awareness of gambling/gaming issues, support services and programs;
- Delivering gambling/gaming prevention, information and program educational materials though presentations as needed, including to target populations determined by the program;
- Consultation and engagement with teachers and other stakeholders within the teaching fields (i.e., administrators, counsellors, parents) for the purpose of orienting these stakeholders to program supported gambling curriculum and raising awareness of gambling/gaming issues, support services and programs.
- Disseminating gambling/gaming information resources such as posters, pamphlets, rack cards, letters etc.,
- Engaging community members in discussion around responsible and problem gambling issues at booths and other events relevant to the subject field.

5.2 Service Locations

This RFQ is to seek qualified Prevention and Community Engagement Services in the following Health Service Delivery Areas:
16 Health Service Delivery Areas – East Kootenay, Kootenay Boundary, Okanagan, Thompson Cariboo Shuswap, Fraser East, Fraser North, Fraser South, Richmond, Vancouver, North Shore / Coast Garibaldi, South Vancouver Island, Central Vancouver Island, North Vancouver Island, Northwest, Northern Interior, Northeast.

5.3 Facilities

Service providers will be required to work at their own work location central to the service region. Secondary work locations may also be required when the service region includes numerous distant communities.

Service providers must be able to be contacted by telephone, cellular phone, fax, and email. Providers must have access to and the ability to work with standard office automation tools (i.e., email, web conferencing, MS Word, MS Excel, and MS PowerPoint).

5.4 Security Clearance

The Program will require security clearance, in the form of a Vulnerable Sector Check, from the Respondent before entering into a contract. The Program will advise successful Respondent after the selection process as to the procedure for conducting the Vulnerable Sector Check.

6. How the List of Qualified Suppliers will be used

6.1 Guidelines

This section describes how the Ministry may use the List of Qualified Suppliers to select Qualified Suppliers to deliver Services as Contractors.

These guidelines are subject to change, from time to time, as the Ministry may deem necessary, with notice to Qualified Suppliers posted as Addenda on BC Bid.

By submitting a Response, the Respondent agrees to the process below, including the minimum time frame within which the Qualified Supplier, may have to respond to a Competition Notice as set out in section 6.1.2.

6.1.1 Use on a Non-exclusive "as, if and when Requested" Basis

The Ministry may, in its sole discretion, from time to time, use the List of Qualified Suppliers in connection with the acquisition and provision of the Services described in the RFQ.

Qualified Suppliers may be contacted on a non-exclusive "as, if and when requested" basis to compete on opportunities for the provision of Services in accordance with the selection methods set out in this section 6. The selection of a Qualified Supplier to serve as a Contractor will not be based on the scores assigned to a Response associated with becoming a Qualified Supplier under this this RFQ but will be based upon the

requirements and evaluation criteria included in a Competition Notice issued with respect to a specific project or assignment for Services.

6.1.2 Selection Methods

The Ministry may select a Qualified Supplier to act as a Contractor using the following selection methods:

a) The Ministry will invite, by written Competition Notice, all Qualified Suppliers to compete to supply the Services described in a given Competition Notice, except as otherwise provided in this section 6.

b) Only Qualified Suppliers will be sent Competition Notices that may issue from this RFQ and no Competition Notices will be issued before the Initial Intake.

c) The Competition Notice will specify the requirements of a particular project or assignment and the criteria upon which a Qualified Supplier will be evaluated. These criteria may include, but not necessarily be limited to:

   i) a Qualified Supplier's pricing;

   ii) Resources proposed; and

   iii) other requirements as detailed in the Competition Notice.

d) If this RFQ is intended to qualify Resources, Qualified Resources will be among the Resources required to perform the Services under any Contract that results from the RFQ.

e) A Qualified Supplier will have not less than ten calendar days from the date on which a Competition Notice is issued by the Ministry (the actual response deadline to be specified in the Competition Notice) to submit a written response to the Competition Notice.

f) The Ministry may directly negotiate a Contract with a supplier of the Ministry's choice or a Qualified Supplier where one or more of the following conditions applies:

   i) only one Qualified Supplier has been qualified under the RFQ;

   ii) an extreme urgency brought about by event unforeseeable by the Ministry and the Services could not be obtained in time by means of a competitive process;

   iii) a competitive process would interfere with the Ministry's ability to maintain security or order or to protect human, animal or plant life or health;

   iv) the acquisition is of a confidential or privileged nature and disclosure through an open bidding process could reasonably be expected to compromise government confidentiality, cause economic disruption or be contrary to the public interest; or

   v) other allowed grounds that may be provided for by applicable trade agreements and policy.

6.1.3 Vendor Request for Participation in a Procurement

Where the Ministry rejects a Vendor's request for participation in a procurement conducted under section 6, the Ministry will promptly inform the Vendor and, on request of that Vendor, offer that Vendor a debriefing regarding its decision. The debriefing will be, at the sole option of the Ministry, by telephone conference or some other means. On request of the Vendor, the Ministry will promptly provide a written explanation for its decision.

6.1.4 No Obligation to Contract or Use the List

The Ministry has no obligation to:

a) enter into a Contract with any one or more Qualified Supplier(s); or

b) use the List of Qualified Suppliers in an exclusive manner, and reserves the right, in its sole discretion to:

   i) employ open competitions that include suppliers external to the List of Qualified Suppliers; and

   ii) otherwise engage suppliers external to the List of Qualified Suppliers in connection with any project required by the Ministry.

6.1.5 Form of Contract

The Competition Notice will identify the form of the applicable Contract (or alternately select contract clauses that may be applicable) that may result from it. Any Contract will be between the Ministry and Qualified Supplier (as Contractor) and, as applicable, will name specific Qualified Resources as key personnel who the Contractor will cause to perform the Services on the Contractor's behalf.

Contracts are likely to include terms and conditions similar to those included in the Province's standard "General Services Agreement", "Information Technology and Management Consulting Professional Services Agreement", or "Financial Review and Assurance Services Agreement". Copies of these agreements can be found at https://www2.gov.bc.ca/gov/content/governments/services-for-government/bc-bid-resources/templates-and-tools/service-contract-templates#corporate_GSA.

Some Competition Notices may be structured where the form of Contract will be subject to negotiations.

6.1.6 Binding and Non-binding Competition Notices

Each Competition Notice may be a binding process that is intended to create what is known in Canadian tendering law as "contract A" or it may be a negotiated, non-binding process that is not intended to create any contract A.

6.1.7 Tax Verification Letter

A Competition Notice will indicate whether a Tax Verification Letter will be required as part of Contract finalization.

7. How Responses will be Evaluated

7.1 Evaluation Process

The Ministry's evaluation of Responses includes four stages as follows:

7.1.1 Stage One: Evaluation of Mandatory Criteria

Responses will be checked for compliance with the following mandatory criteria. Responses that do not meet the mandatory criteria will not pass this stage and will receive no further consideration.

Mandatory Criteria	
a)	The Response must be delivered in accordance with the delivery instructions on the cover page of this RFQ. Responses received prior to the Initial Intake Response Deadline will be considered for the Initial Intake. Responses received after the Initial Intake Response Deadline will be considered as described in section 3.6.
b)	The Respondent Qualifications Template (Appendix A), including an unedited Part 1: Respondent's Statement, must be submitted as part of the Response.
c)	If a Respondent is required to propose Resources for evaluation, one Resource Qualifications Template (Appendix B) must be submitted as part of the Response for each Resource being proposed.
d)	The Response must be in English.
e)	The Response must be in electronic form and must be able to be opened and read by the Ministry. If the Ministry cannot read or open any attachment to a Response, the Response will be rejected in its entirety.
f)	One (1) complete copy in MS Word or PDF format of the Response must be received by the government contact identified in the cover page of this RFQ by the specified closing date and time. It is the sole responsibility of the Respondent to confirm their emailed Response has been received by the government contact.
g)	The Respondent must have one of the following: • Bachelor's Degree in Education, Social Sciences, Social Work, Child and Youth Care, Marketing or Communications. They must have one year of experience teaching, facilitating groups and/or delivering prevention, community engagement activities and/or health promotion services; or • A Bachelor's Degree in an unrelated area with two years of experience teaching, facilitating groups, and/or delivering prevention, community engagement activities and/or health promotion services; or • A College Certificate or Diploma in a relevant discipline such as Teaching, Health Services, Social Sciences, Addictions, Education, or Prevention/Health Promotion and three years of experience teaching, facilitating groups, and/or delivering prevention and health promotion services. Supporting documents including relevant transcripts, proof of completion, or current enrolment and anticipated completion must be included in the Response. Sealed transcripts may be required prior to contracting.

h)	The Response must include a resume (maximum three pages) containing information on the Respondent's education, experience and three professional references.
i)	Must have experience with information technology hardware and software (Microsoft Office including PowerPoint, Excel, and Word; scanning documents; web-based applications and databases; email and web conferencing) and have current hardware and software capacity.

Please note: Successful proponents (Qualified Suppliers) will be required to supply the following, in order to contract with the province:
The Qualified Supplier will demonstrate successful completion of, or the intention to complete at the first available opportunity: • *Core Indigenous Cultural Safety Mental Health training; and, From Bystander to Ally post training.* Proof of completion or written intent to complete will be required.
The Qualified Supplier must have access to a vehicle appropriate to the region's terrain and in good working order, with valid vehicle insurance. A copy of B.C. Driver's License and vehicle insurance will be required.
The Consultant must have available approximately 32 square feet of storage space to store required equipment for the position.
The successful proponent must be able to travel extensively and have a valid driver license and reliable vehicle.

7.1.2 Stage Two: Evaluation of Desirable and Optional Qualifications

Responses that meet all mandatory criteria will be further assessed against the desirable qualifications.

The Ministry will first evaluate the Respondent's qualifications and, if the Respondent passes that portion of the evaluation, the Ministry will then evaluate Resource qualifications (if applicable).

The desirable and optional qualifications for Respondents are identified in the Respondent Qualification Template. If this RFQ is intended to qualify Resources, desirable qualifications for Resources are identified in the Resource Qualification Template. Response guidelines, which provide guidance about what Respondents should provide to demonstrate they, and their Resources (if applicable), meet the qualifications are also provided in those templates.

The Ministry will evaluate the Respondent's response to each response guideline and assign points based on how well the response demonstrates that the Respondent or Resource, as the case may be, meets or exceeds the associated desirable qualifications.

Each response guideline identifies how many points it is worth in the evaluation of desirable qualifications and if it has a minimum score associated with it.

7.1.2.1 Respondent's Qualifications

To pass this stage of the evaluation, Respondents are required to:

1) Meet or exceed any minimum scores associated with individual response guidelines in the Respondent Qualification Template; and

2) Meet or exceed any minimum overall score identified in the Respondent Qualification Template.

The Response of any Respondent that does not meet the criteria above will not pass this stage and will receive no further consideration.

7.1.2.2 Resource's Qualifications

If this RFQ is intended to qualify Resources, to pass this stage of the evaluation, Resources are required to:

1) Meet or exceed any minimum scores associated with individual response guidelines in the Resource Qualification Template; and

2) Meet or exceed any minimum overall score identified in the Resource Qualification Template.

Any Resource that does not meet the criteria above will not pass this stage and will receive no further consideration.

If this RFQ is intended to qualify Resources, and none of a Respondent's Resources pass this stage of the evaluation, the Respondent will not pass this stage of the evaluation.

7.1.3 Stage Three: Reference Checks

The Ministry may conduct due diligence reference checks on Respondents, including, if applicable, any Resources proposed, that have passed stage two.

Reference checks may be conducted on the Respondent, and if applicable, proposed Resources on a pass-fail basis. The Ministry may reject any Respondent or proposed Resource for which references requested are not provided or if requested, the references, in the Ministry's sole opinion, are deemed to be unsatisfactory. If a Respondent was allowed to propose Resources in the RFQ and all the Resources proposed by the Respondent fail the reference check, if any, the Respondent will be deemed to have failed the reference check.

Any reference cannot be a contact internal to the Respondent's or Resource's organization e.g. the reference cannot be a co-worker, supervisor, or other internal contact. References need to be from a party that is not the Respondent or the Resource. For each reference, the Respondent should provide the following information:

a) Name of the reference and their organization, together with the position, mailing address, telephone number and email address of the reference; and

b) Current relationship with the Respondent or Resource, if any, with the reference.

Failure to provide the references, if requested, will result in the Respondent, the Resource, or both the Respondent and the Resource, failing the reference check.

In addition, the Ministry reserves the right to contact and use references that are not among those references provided to the Ministry (including obtaining a substitute referee

from the same reference). The Ministry reserves the right, on a pass-fail basis, to reject any Respondent or, if applicable, proposed Resource if any of these other references, if any, in the Ministry's sole opinion, are deemed to be unsatisfactory.

Stage three does not supersede any other reservation of rights in favour of the Ministry, including any reservation of rights set out in section 3.19.

In addition to the Stage three reference check, the Ministry reserves the right to recheck Qualified Supplier and Qualified Resource references, and to recheck proposed references in connection with a particular Competition Notice.

7.1.4 Stage Four: Notification and Debriefings

Respondents may be notified as to whether the Respondent has become a Qualified Supplier and, if applicable, which proposed Resources have become Qualified Resources.

On request of the Respondent, the Ministry will promptly provide a written explanation for its decision and will offer a debriefing to Respondents. The debriefing may be at a mutually agreeable time and, at the sole option of the Ministry, by telephone conference or some other means.

8. How Responses should be organized

Responses should be organized as follows:

a) Respondents should take care to prepare and submit their Response in conformity with the mandatory criteria table in section 7.1.1., including providing the Respondent Qualifications Template (Appendix A) and, if this RFQ is intended to also qualify Resources, one Resource Qualification Template (Appendix B) for each Resource being proposed.

b) Additional attachments that should be included in a Response may be identified in the Respondent Qualification Template and the Resource Qualification template.

c) Unless specifically requested by the Ministry, the Response should not include any additional attachments or appendices. In its evaluations the Ministry may only consider material that is included in the Response. The Ministry may not, for example, consider the content of a website or online document even if the URL or a hyperlink to it is provided in the Response.

d) All pages should be consecutively numbered.

Appendix A: Respondent Qualification Template

Response to Request for Qualifications No. PP-01-23
for Gambling Support BC Prevention & Community Engagement Service Provider

Part 1: Respondent's Statement

The enclosed Response is submitted in response to the above-referenced RFQ.

By submitting a Response to the RFQ, the Respondent agrees that such Response will be deemed to have been submitted with all due authorization of the Respondent and that the Respondent is agreeing to the terms and conditions of the RFQ, including how procurements are conducted under section 6 of the RFQ and the minimum time that a Qualified Supplier may be allowed to respond to a Competition Notice.

The Respondent confirms it has carefully read and examined the RFQ and has conducted such other investigations as were prudent and reasonable in preparing the Response.

Part 2: Instructions for Respondents

Submit one (1) Respondent Qualification Template in your Response.

Areas for Respondents to enter text are identified with red text fields. Click on the field and you can start entering text. The fields should expand to accommodate your text.

Note: Any personal information (as defined in the British Columbia *Freedom of Information and Protection of Privacy Act* ("FOIPPA")) provided on this Response to the Request for Qualifications (RFQ) is being collected pursuant to section 26(c) of FOIPPA and will be used to assess the Respondent's response and suitability for placement on the List.

Part 3: Minimum Overall Score Required

In addition to meeting or exceeding any minimum scores associated with individual response guidelines in this Respondent Qualification Template, the Respondent is required to meet or exceed the following minimum overall score to pass stage two of the evaluation process:	70

Part 4: Respondent Identification	
Respondent's Legal Name	Respondent: Click here to enter text.
Respondent's Primary Office Address	Respondent: Click here to enter text.
Authorized Representative's Name	Respondent: Click here to enter text.
Authorized Representative's Title	Respondent: Click here to enter text.
Authorized Representative's email Address	Respondent: Click here to enter text.
Authorized Representative's Phone Number	Respondent: Click here to enter text.

Part 5: Respondent Contact Information	
If the Respondent would like someone other than the authorized representative identified in Part 4 to receive any future communications regarding this Response, including receiving Competition Notices, please identify that person below.	
Respondent Contact's Name	Respondent: Click here to enter text.
Respondent Contact's Title	Respondent: Click here to enter text.
Respondent Contact's email Address	Respondent: Click here to enter text.
Respondent Contact's Phone Number	Respondent: Click here to enter text.
Respondent Contact's Address	Respondent: Click here to enter text.

Part 6: Desirable Qualifications and Response Guidelines

The following parts of this Respondent Qualification Template describe the qualifications that a Respondent should have. "Response guidelines" are included throughout this template to help guide Respondents regarding what to include in their Response. Respondents should follow the instruction in the response guidelines and provide a response to all response guidelines. The response guidelines are not intended to be comprehensive, and Respondents should use their own judgement in determining what information to provide to demonstrate that they meet or exceed the desirable qualifications.

The following provides the types of skills the province will require from Qualified Suppliers in order to deliver the services discussed:

- Group facilitation, public speaking, and presentation skills; and
- Community engagement and development knowledge; and
- Knowledge and understanding of problem development (gambling) with specific knowledge and experience working within communities; and
- The ability to work as an independent self-employed contractor within a program/team context.

1. Demonstrated Service Area, Knowledge and Experience

Response Guideline 1	Points Available	Minimum Score
	100	70

Instructions for Respondents:

The Consultant will require comprehensive skills in order to provide services to people who have problems with gambling and affected others. Respondents must respond to and qualify for all items listed below. Respondents must demonstrate their qualifications with respect to the items listed (**list and answer each item individually, in alphabetical order**).

a) Describe your experience in community development, teaching, health promotion, and prevention;

b) Describe your experience working with different age populations, including youth, young adults, adults and older adults and developing age-specific resources;

c) Describe your knowledge of target populations for gambling prevention services;

d) Describe your knowledge and experience using a harm reduction approach in practice;

e) Describe your understanding of responsible gambling, including strategies to gamble responsibly;

f) Describe how you would engage respectfully with Indigenous communities or organizations, if you were given the opportunity in your role as a prevention provider. Please include what you would keep in mind as you connect and work with different communities;

g) Describe your knowledge and experience working with cultural safety in workshops or groups. If none, please share what would you keep in mind as you facilitated a group. How would you manage the safety in the room?

h) Describe your knowledge of problem gambling, including: current statistics, unique issues experienced by a problem gambler and affected others, groups and resources available in B.C. for people experiencing a problem with gambling, and legislation affecting gambling in B.C.;

i) Describe your understanding of a “gambling neutral” approach and how that applies to prevention and community engagement services;

j) Describe your strong communication (writing, email, verbal) skills, including promoting the program and services within communities;

k) Describe your knowledge and experience developing and working within budgets;

l) Describe your proficiency and understanding of the importance of networking and marketing from a program and personal business development perspective;

m) m) Describe your experience/ability to work as an independent, self-sufficient member of a larger team with a common goal.

Respondent: Click here to enter text. The field will expand to accommodate your text.

Appendix B: Resource Qualification Template

Not Applicable.